

**PETERBOROUGH NEW HORIZONS BAND  
BOARD OF DIRECTORS MINUTES  
MARCH 13<sup>TH</sup>, 2019**

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PRESENT: Cathy Brown-Payne, Margaret Seabrook, John Topic, Cliff Ballantyne, Al Brunger, Margaret Allen, Brenda Bock, Bob Orrett

PAST PRESIDENT: Lorna Verhulst

REGRETS: Lorna Devan

Recording Secretary – Joan Necoloff

**1. Conflict Of Interest - None**

**2. Chair's Remarks – John Topic**

The main items of business will be the restructuring and the concert manager position.

We also need to pass a number of motions authorizing expenditures.

**3. Approval of Minutes of the February 20th, 2019 Meeting**

**MOVED by Al Brunger and SECONDED by Cathy Brown-Payne that the minutes of February 20<sup>th</sup>, 2019 be approved.....CARRIED**

**4. Conductors Report - Jon Knights**

A few Board members met with the conductors last Wednesday and again today, so they can begin to work jointly on restructuring. Jon addressed restructuring issues directly related to the conductors.

See Restructuring 6.2

**Winterlude** - Jon reviewed his pre-distributed conductors report regarding the Winterlude schedule for next year. The Board discussed this and made some timing changes. Social committee can come in earlier to set up. Winterlude was very successful this year.

**Schedule for Next Year.**

9:00 – 10:00 am	Open building as needed - Social committee will need access
10:00 – 10:15 am	Set up for two bands - one percussion in the Sanctuary and one band and percussion in Blue Room
10:15 – 11:00 am	Morning bands – warm up and run through
11:00 – 11:15 am	Break – move Blue Room percussion to Sanctuary
11:15 – 12:00 am	Morning performance – move Blue Room percussion back to Blue Room afterwards if necessary
12:00 – 1:00 am	Lunch
1:00 – 1:30 pm	Afternoon bands – warm up and run through
1:30 - 1:45 pm	Break and move Blue Room percussion to Sanctuary again
1:45 – 2:30 pm	Afternoon Performance Takedown and go home

**MOVED by Cathy Brown-Payne and SECONDED by Al Brunger that the Winterlude schedule for next year, as revised by the Board be approved.....CARRIED**

John will advise the conductors.

**5. Business Arising**

**5.1 Password protection for the website. – John Topic**

John has spoken to Norma regarding password protection for the website, in follow-up to some concerns from the Treasurer. Norma has separated the website into a public section and then an “internal” area. The internal area is meant to have material mainly of interest to members, like announcements, board news, links to music, practice hints, etc. Most material in the internal area is

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not password protected, but the professional photos are now protected. There are very few other photos with names attached. Discussion followed as to whether the policies and minutes should be password protected, and it was decided not to do this.

**5.1.1 Update of Photos** for members, bands and ensembles

Norma would like updated photos for each band and ensembles, which could be informal photos. It was agreed to address this after restructuring.

**5.1.2 Succession Policy**

Norma has pointed out that there is no formal policy to facilitate the continuation of our webpage or server if something happens to either her or James. She has established an instructional page for the website, but it seems that we need to have a better understanding of passwords, website information and server information. We need to have more input from the board and/or from volunteers. We should recruit volunteers to learn the system set up.

**5.2 Business from Treasurer's Report**

**Cheque Signing Authority** - The Board has agreed to give John Topic and Margaret Allen cheque signing authority. They need to go to the bank and complete the documentation.

**MOVED by Cliff Ballantyne and SECONDED by Margaret Seabrook that the Board approve adding Margaret Allen and John Topic to have cheque signing authority..... CARRIED**

**Policies On the Website** – We need to update the Cheque Requisition form and Financial Controls policy on the website. Also the sample invoice form is not there. John will check to see if the survey results are on the website. It was suggested that someone could help Lorna Devan to coordinate the website. Al Brunger offered to be a backup for Lorna.

**6. Ongoing Business**

**6.1 Restructuring - John Topic, Lorna Verhulst, Cathy Brown-Payne, Margaret Allen**

- **Coordination with Board and Conductors** – There have been two meetings with the Board and Conductors together regarding restructuring. The conductors will begin to prepare the rosters with the goal of balancing the bands and considering skill levels. Members playing the same instrument in two bands will only be placed in one band; members playing different instruments will be placed in the appropriate band for each instrument. There will be opportunities for consultation with members as the process unfolds.

**6.2 City Grant - Cathy Brown-Payne**

Cathy reported that we have been recommended to Council to receive a 3 year grant at \$7,000 per year. We have permission to use this grant for restructuring since it's not enough to start a new band. John asked for ideas on how we could use these funds. We've done master classes twice for each instrument. Suggestions were that we could create an ensemble for green band people, or a fun ensemble, or pay for the summer band. We could buy more instruments, or music. Suggestion was made that we purchase theory classes particularly for lower level bands. We need to have a 3 year vision. John asked for more thought on this for next meeting.....April Meeting

**6.3 Concert Manager - Al Brunger, Brenda Bock, John Topic**

We have had no response as yet. The application submission date was March 10<sup>th</sup>. John asked the Board to start asking people and note that women could easily do this job, as there is not a lot of heavy lifting required. It's more the coordination of volunteers. We can announce this at breaks.

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**6.4 Beneficiary for Spring Concert - Brenda Bock**

MS Society application was received and has been circulated. It was suggested that the beneficiary application be put on our website.

**MOVED by Cliff Ballantyne and SECONDED by Cathy Brown-Payne that the Board agrees to have the MS Society of Canada as the beneficiary for our Spring Concert.....CARRIED**

**6.5 Checklist Master Schedule - Brenda Bock**

The schedule was distributed. There has been good progress and Brenda will make changes as discussed.

**6.6 Social Committee Report - Margaret Seabrook**

Spring Social planning is on track. There is a push to sell tickets. Mary Chesher will sell tickets at Green band.

**7. Other Business**

**7.1 Lakeshore Exchange Subsidy – John Topic**

Discussion of providing a subsidy of up to \$300, which would be reasonable to help with the bus and other expenses. Bob will look after collecting the member's money.

**MOVED by Bob Orrett and SECONDED by Cathy Brown-Payne that we approve a subsidy of up to \$500 to help with bus and other expenses for the Lakeshore Band Exchange.....CARRIED**

**7.2 Snow Cancellation Policy - Cathy Brown-Payne**

There was an inquiry regarding the band providing rebates for snow day cancellations. This issue was discussed in detail, and the decision was made to leave things as they are. We do not have a policy for this.

**8. Date of Next Meeting - Wednesday April 10, 2019 – 4 pm**

**9. Adjournment**

**MOVED by Cliff Ballantyne that the meeting be adjourned.....CARRIED**